

INDIANA STATE LIBRARY



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# 2010 LSTA Grants

*The Project Budget Worksheet*

# Getting Help

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These slides will provide you with line-by-line budget worksheet instructions. If your question is not answered in these slides, do not hesitate to **call LSTA Grant Consultant Jennifer Clifton for help at (317) 234-6550.**

**If you do not have access to Excel software,** please contact the LSTA Grant Consultant for a Microsoft Word table version of the budget worksheet.

# Getting Started

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*Thank you for your interest in a 2010 LSTA grant!* The Project Budget is an important part of your grant application. Your budget should help you demonstrate the careful planning that you have put into your grant proposal.

Your budget should provide an overview of all anticipated project costs from federal and local sources.

These slides will provide you with line-by-line budget worksheet instructions. If your question is not answered in these slides, do not hesitate to **call LSTA Grant Consultant Jennifer Clifton for help at (317) 234-6550.**



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# Developing the Budget



**CONTENTS**  
*of Developing  
the Budget*

**Maximum Awards**

*Required Cash Match*

**Determining Your Cash Match**

*Allowable Expenses*

**Estimating Costs**

# Developing the Budget

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## *Maximum Awards*

Before you craft your budget, you must know the maximum amount of LSTA funds available for your project. Maximum award amounts are different for each grant opportunity and are listed in the grant program guidelines, [available on our webpage](#).

# Developing the Budget

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## *Required Cash Match*

With the exception of *Information Access for the Un-served* grants, all grant programs require a local cash match equal to at least 10% of the total amount of LSTA funds you are requesting. This local match can be made up of cash contributions and in-kind contributions from your library or other sources.

(In-kind contributions are defined as goods, commodities, or services instead of money contributed to the project by the library or other sources.)

# Developing the Budget

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## *Determining Your Cash Match*

You will need to determine how you will meet this requirement before you apply for several reasons:

- You will itemize your cash match in your Project Budget in the *Cost Sharing* column.
- You will describe your cash and in-kind contributions in Part VIII of your application form, the Project Budget Narrative.
- If selected as a grantee, you will report your total cash match in the financial final report.
- You are required to keep records of your cash match in your own files until 2016.



# Developing the Budget

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## *Allowable Expenses*

Certain expenses are not eligible for reimbursement from federal LSTA funds. A list of examples is included in your grant guidelines. Official regulations are available on our webpage: <http://www.in.gov/library/lsta.htm>.

You may pay for these ineligible expenses through local cash and report these as part of your cash match.

# Developing the Budget

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## *Estimating Costs*

The best practice to develop your budget is to first obtain quotes for products and services. When you complete your Project Budget and Project Budget Narrative (application form Part VIII), you will be able to credit your estimate source, making you a more competitive applicant.

In addition, should your application be approved, your grant contract will include the project budget “as is” unless you request revision in advance. **After contract, changes to the approved project costs must be requested of and are subject to approval by the Indiana State Library.**



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# Budget Columns



**CONTENTS**  
*of Budget  
Columns*

**Budget Item**

*Source or Method of Computation*

**LSTA Grant Funds**

*Cost Sharing*

**Total Funds**

# Budget Columns

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## *Budget Item*

List the name or describe the budget item. Keep in mind the reviewer who may not be as familiar as you with the particular item or service.

## *Source or Method of Computation*

Briefly state your source for the cost of the item, such as a the vendor or retail outlet from which it came, or the method of computation such as a wage rate or hourly vendor charge multiplied by the number of hours to be worked.

# Budget Columns

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## *LSTA Grant Funds*

If you propose the budget item be paid for through grant funds, provide the cost in this column. If not, type \$0.00.

## *Cost Sharing*

If you propose the budget item be paid through local cash or in-kind contributions, provide the cost in this column. If not, type \$0.00.

## *Paying for an Item through LSTA AND Local Funds*

If you will pay for the budget item through both grant funds and cost sharing, provide the proposed amount in each column.

## *Total Funds*

Provide the total cost of the item. This number should equal the total of the *LSTA Grant Funds* column and the *Cost Sharing* column.



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# Budget Categories



**CONTENTS**  
*of Budget*  
*Categories*

**Personal Services**

*Supplies*

**Other Services & Charges**

*Capital Outlays*



# Budget Categories

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## Personal Services

### *Salaries & Employee Benefits paid by LSTA Funds*

LSTA funds may only be used for full- or part-time employees hired on a temporary basis to work on the grant project. In the *Source or Method of Computation* column, list the rate of pay and the hours to be worked.

### *Salaries & Employee Benefits paid by Cost Sharing*

You may list here regular employees devoting significant time to the grant project as part of your in-kind contribution. In the *Source or Method of Computation* column, provide their rate of pay and the number of hours to be worked on the project during the grant period. Multiply these to determine your *Cost Sharing* total.

# Budget Categories

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## Supplies

List supplies necessary for the grant program, such as office supplies or postage.

In the *Source or Method of Computation* column for supplies, identify the source of your estimates or quotes. Indicate whether supplies will be paid out of *LSTA* or *Cost Sharing* funds.

# Budget Categories

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## Other Services & Charges

In the *Source or Method of Computation* column for other services and charges categories, identify the source of your estimates or quotes. Indicate whether other services & charges will be paid out of *LSTA* or *Cost Sharing* funds.

## Professional Services

Describe the costs for services to be performed by an outside vendor, organization, or individual under contract. Identify the source of your vendor quote or estimate. If applicable, describe any in-kind contributions and the method or source used to calculate their value. Professional services are services contracted out, such as digitization.

# Budget Categories

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## Other Services & Charges

### *Communication & Transportation*

Communication services might include telephone service as required by the grant project. Transportation refers to costs for travel required by the grant project.

### *Printing & Advertising*

List printing costs, such as the printing of a promotional poster, only as they promote specific grant project components. Advertising costs are not eligible LSTA fund expenses and must be paid through local funds.

# Budget Categories

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## Other Services & Charges

### *Repair & Maintenance*

List repair and maintenance fees only as they are necessary for the grant project during the grant period.

# Budget Categories

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## Capital Outlays

In the *Source or Method of Computation* column for capital outlays categories, identify the source of your estimates or quotes. Indicate whether capital outlays will be paid out of *LSTA* or *Cost Sharing* funds.

## Furniture & Equipment

List furniture and equipment (including technology hardware) necessary for the grant project. It is recommended that you allocate *LSTA* funds for technological equipment rather than for furniture.

# Budget Categories

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## Capital Outlays

### *Print, AV, Electronic Resources & Collection Materials*

List print materials, audio or visual materials, electronic resources such as databases, and other collection materials necessary for the grant project.

### *Software*

List computer software necessary for the grant project.

### *Other Capital Outlays*

Capital outlays refer here to capital assets, such as a computer (*Furniture & Equipment*). List capital outlays necessary to the grant project that do not fit in other *Capital Outlays* categories here.



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# Working *with the* Form



# Working with the Form

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**Round** all amounts to the nearest whole dollar.

Enter text in the **un-shaded rows** below each budget category.

You are not limited to the space provided. **Cells will expand as you type. Your budget may continue on to additional pages.**

**A row may be added anywhere** by (1) right-clicking on the row above which you wish to insert the new row, (2) selecting *Insert* from the menu that appears and (3) selecting *Entire Row* from the next menu.



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# Recommendations

# Recommendations

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Call LSTA Grant Consultant Jennifer Clifton for help at any point in your grant seeking process at (317) 234-6550. You may also contact her by e-mail at [jclifton@library.in.gov](mailto:jclifton@library.in.gov).

You may request an advance review of your application by the LSTA Grant Consultant ([jclifton@library.in.gov](mailto:jclifton@library.in.gov)). The consultant will make recommendations for improvement but does not approve applications. Requests should be sent much in advance of the application deadline to be reviewed at the consultant's discretion as time allows.

Much information can be found on our webpage:  
<http://www.in.gov/library/lsta.htm>